

**CITY OF WHITTIER, ALASKA
RESOLUTION 2022- 015**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE TWO PORTABLE RESTROOM UNITS FOR THE HARBOR BUSINESS DISTRICT FROM PORTABLE RESTROOM TRAILERS, LLC IN AN AMOUNT NOT TO EXCEED \$225,000 INCLUDING SHIPPING, AND APPROPRIATING FUNDS

WHEREAS, the City Comprehensive Plan has identified the need to provide modern, maintained public restrooms to expand and improve facilities to meet current and future customer demand; and

WHEREAS, the City's existing harbor restrooms are inadequate to meet the growing needs of our summer visitor industry and the lack of adequate restroom facilities reflects poorly on customer service to our visitors, local residents and business owners; and

WHEREAS, the City is in dire need of a solution to the restroom problems in the harbor district and construction of long-term restrooms will take time to plan and fund, whereas the purchase of portable restrooms will allow for an immediate solution to the restroom crisis and these portable restrooms can be redeployed to other areas once permanent restrooms are constructed, expanding the City's restroom capacity; and

WHEREAS, the City has solicited quotes from Portable Restroom Trailers LLC and they are able to provide equipment that meets the City's specifications (i.e. small footprint, sufficient stalls, utility access).

NOW, THEREFORE, BE IT RESOLVED by the Whittier City Council that:

Section 1. The City Manager is hereby authorized to enter into a purchase agreement with Portable Restroom Trailers LLC for the purchase of two portable restroom units for an amount not to exceed \$225,000 with a contingency of 10% for shipping.

Section 2. Funding is hereby approved from the CPV Reserves account no. 20-000-3000 to the Equipment account no. 20-990-9990.

Section 3. The City Council hereby finds it to be in the public interest to sole source the purchase of this equipment in accordance with WMC 3.32.210 due to the adverse impact to public health and safety resulting from inadequate public restroom facilities which, when

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RESOLUTION 2022-015**

combined with possible covid concerns, warrants purchase without delay. Failure to order the units immediately will result in a delay in delivery of units until after the busy summer season.

Section 4. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 28th day of April, 2022.



Dave Dickason, Mayor

AYES: Shen, Blair, Wagner, Denmark
McCord, and Dickason
NAYS: None
ABSENT: Pinguoch
ABSTAIN: None

ATTEST:



Naelene Matsumiya
City Clerk

**CITY OF WHITTIER, ALASKA
RESOLUTION 2022- 016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO SOLICIT INTEREST FROM TRAIL MAINTENANCE COMPANIES AND ENTER INTO A TRAIL MAINTENANCE CONTRACT TO PERFORM SUMMER 2022 MAINTENANCE ON HORSETAIL FALLS TRAIL WITHOUT A FORMAL RFP PROCESS FOR AN AMOUNT NOT TO EXCEED \$20,000 AND APPROPRIATING FUNDS

WHEREAS, the Whittier Comprehensive Plan has identified the need to perform maintenance on Whittier's local trails, since trails attract thousands of visitors and local residents wishing to enjoy the scenic beauty in and around Whittier; and

WHEREAS, the City desires to contract with an experienced trail maintenance crew to perform two primary trail repair projects on the Horsetail Falls Trail, involving repair of a collapsed rock staircase, constructing a switchback with fill slope utilizing native materials, restore failing steps and run on a steep slope necessitating construction of a switchback/climbing turn, brush removal, and rerouting an unsustainable section of trail with approximately 250 ft of full bench trail three feet wide hardened with gravel currently available on-site; and

WHEREAS, the City wishes to perform these trail improvements during the summer of 2022 and in order to retain a qualified contractor prior to the busy construction season getting underway, must engage the services of a contractor very soon; and

WHEREAS, the City will evaluate and select a qualified firm capable of dispatching a five-person crew to Whittier for an estimated two weeks to perform trail maintenance at a cost not to exceed \$20,000, including the crew contract plus necessary trail materials and supplies; and

WHEREAS, the City budget includes \$8,000 in funding for trail maintenance, necessitating an added appropriation of \$12,000, to complete these highest-priority repairs; and

WHEREAS, these trail improvements represent some of the worst sections of trail and conducting these repairs in a single season rather than over two seasons will reduce continued erosion and deterioration of the bad trail sections and avoid increased projects costs resulting from multiple mobilization and demobilization efforts.

**CITY OF WHITTIER, ALASKA
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NOW, THEREFORE, BE IT RESOLVED by the Whittier City Council that:

Section 1. The City Council hereby determines it to be in the public interest based on the recitals above which are incorporated herein, to authorize the City Manager to enter into a contract with a trail maintenance crew in an amount not to exceed \$20,000, through negotiation rather than competitive procurement in accordance with WMC 3.20.210(D), based on selection of the most qualified firm at a cost that is determined fair and reasonable, and within available funding.

Section 2. Funding in the amount of \$12,000 is hereby appropriated from the General Fund Reserves account no. 01-000-3000 to the Parks and Recreation professional services account no. 01-800-7340.

Section 3. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 28th day of April, 2022.



Dave Dickason, Mayor

AYES: Shen, Blair, Wagner, Denmark
McCord, and Dickason
NAYS: None
ABSENT: Pinguoch
ABSTAIN: None

ATTEST:


Naelene Matsumiya
City Clerk

**CITY OF WHITTIER, ALASKA
PORT AND HARBOR ADVISORY COMMISSION
RESOLUTION 2022-001**

**A RESOLUTION OF THE PORT AND HARBOR ADVISORY
COMMISSION (PHAC) OF THE CITY OF WHITTIER, ALASKA
ADOPTING COMMISSION PRIORITIES FROM APRIL 2022 TO APRIL
2023**

WHEREAS, port and harbor advisory commission's responsibilities are listed in WMC§ 2.54.040 Duties: and

WHEREAS, City Council, Planning and Zoning, and PHAC held a March 29, 2022 joint work session to review and update the current Priorities List

WHEREAS, Council will address a resolution adopting these recommendations.

NOW, THEREFORE, BE IT RESOLVED by the Port and Harbor Advisory Commission (PHAC) that:

Section 1. The following List of Priorities through April 2023 is hereby approved by the Board and recommended to Council for their approval:

PRIORITIES

Short and Medium Term- 6 to 24 months

1. Review/ Update the Title 2, 12 & 17
2. Review information provided by administration and make recommendations to Council regarding Harbor Phase III project
3. Provide review and recommend changes to the Harbor Tariff and City Code.
4. Identify needed support, strategies incentives and measures that will support the Harbor District industries
5. Provide review and recommendations for the Comprehensive Plan and Future Head of the Bay development
6. Provide recommendations for a Harbor District Development Plan

Continuing

- 1) Assist with action plan update of Comprehensive Plan with the Planning and Zoning commission
- 2) Assist with the completion of a Parks & Recreation Plan in regard to the Harbor District

- 3) Look at current and future community needs to identify a wide range of strategies and investments that support growth and vitality to the Harbor District.
- 4) Continue to pursue compliance with the Whittier City Zoning Code by prioritizing the outstanding health and safety issues, such as code compliance, parking, and use of Harbor district
- 5) Identify and implement land use and zoning changes as well as other actions needed to support the short-term recovery and long-term vitality of City
- 6) Seek additional funding for Port and Harbor Commissioner training.
 - a. Search out and add funding to the budget
 - b. Maintain a commissioner training calendar

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the Port and Harbor Advisory Commission of Whittier, Alaska this 7th day of April, 2022.

THE CITY OF WHITTIER, ALASKA



Nick Olzenak,
Port and Harbor Commission Chair

AYES: Goldstein, Arneson, Morrison, Hill, and
Olzenak

NOES: None

ABSENT: Bender and Mitchell

ABSTAIN: None

VACANT: None

ATTEST:



Naelene Matsumiya,
City Clerk

(City Seal)

CALL TO ORDER

The September 2, 2021, regular meeting of the Whittier Port and Harbor Commission was called to order at 6:01p.m. by City Clerk, Naelene Matsumiya

OPENING CEREMONY

City Clerk Naelene Matsumiya led the pledge of allegiance to the flag

ROLL CALL

There were present:

Mark Mitchell, presiding, and

Dave Goldstein, Brad VonWichman, Arnie Arneson,

Steven Bender – Via Teams

Cathy McCord-Joined at 6:28pm via Teams

Comprising a quorum of the Board; and

Absent

Also Present:

Jim Hunt, City Manager- Via Teams

Dave Borg, Harbormaster

Rose Medez, Harbor Finance

CITIZENS' COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None

APPROVAL OF REGULAR MEETING AGENDA AND CONSENT AGENDA

Motion (Goldstein/Arneson)

Approval of Agenda and Consent Agenda

Goldstein requested to remove Swear in Ceremony for Nick Olzenak and requested to amend a typo on Agenda.

Motion Passed

Unanimous

APPROVAL OF MINUTES

August 5, 2021 – Regular Meeting Minutes

Motion (Mitchell/Arneson)

Motion Passed

Unanimous

PRESENTATIONS AND REPORTS

A. Chairperson Report- None

B. Harbormaster Report- Harbormaster **Borg** reported on theft in the Harbor; investigation in process. Hydraulic spill, Harbor staff responded.

Harbor Finance filed a report on the car that drove off the launch ramp with the Coastguard. Water leaks on G and W floats. The Commission discussed cameras in the harbor with the Harbormaster and the City Manager. Different avenues for security were discussed as well as cost to repair the Smitty's Cove launch ramp.

UNFINISHED BUSINESS

A. Delong Dock

Harbormaster **Borg** reported that the grant that the City applied for is still pending.

B. Harbor Phase 3

Nothing new to report

C. Infrastructure Issues

Nothing new to report

D. Smitty's Cove Launch Ramp

Item mentioned in Harbormaster report.

E. Floating Breakwater Moorage

Harbormaster **Borg** stated that securing the moorage for the floating breakwater was a priority.

F. Boat Yard Usage

Harbormaster **Borg** explained the item to the Commission and reported that there is no plan yet but future expenses were to be discussed as well as expenses for labor.

NEW BUSINESS

A. Fee Schedule Review

Harbormaster **Borg** reported that the Council is requesting to approve the Harbor fee schedule for 2022. Stated that his staff have been working had to come forward with the recommendations for the Commission and items on the fee schedule that Administration will be proposing to change. Items were sent out in a memo. Stated that the report for the City Dock was reviewed and based on the information, the lift should be limited to 20,00 pounds. **Borg** recommended that \$25,000-\$35,000 repair to the travel lift to lift boats that don't exceed 20,00 pounds, doesn't look like good money spent. Also recommended that there be a 5% increase from the \$67.13 (currently) to \$70.49. Mentioned that the increase will also apply to the MRF (Repair fund) and explained that Administration did a 4-year average and if the 5% increase works out, the harbor will have roughly \$28,000 in its harbor fund annually. **Borg** stated that

Monthly Transient and recommendations to the Council to lower by 30%. Shared the numbers from 2020 and 2021. Said in 2021, the harbor made more money despite the lowering of costs and explained that in 2020, the harbor made \$110,491 (228 boats, 5,061 linear ft of dock sold in monthly transient) and in 2021, \$114,249 (222 boats, 7,467 linear ft. of dock in monthly transient) was generated. **Borg** estimated that in 2021, the harbor was able to sell 2,400 more linear ft. than last year and mentioned other rates and compared them to winter/summer rates.

Harbormaster **Borg** mentioned change in winter transient dates, but no change in fee but the qualifications that justify. Stated no change in launch ramp fee but change in how the rates will apply. Dry Storage was mentioned with no changes to fee, but change in dates (spring date flexible depending on snow removal) and conditions that may apply i.e. boats to be stored on trailers and not stands/blocks. Recommended to remove Boat Maintenance as the City does not have permits to operate a boat yard but is looking to change the location as the area it is in now can be used for parking in the future. **Borg** stated that there is a problem with oil in the harbor as people are finding ways to avoid paying the fee. Reasoned with the Commission that the fee be struck so as that oil can be safely removed from the harbor. Explained that some are creating a hazard by disposing oil incorrectly and that the City is required to clean it up and to pay for it. **Borg** mentioned parking and no change to the daily rate, but annual rate needs to be addressed with City Council.

Goldstein agreed that the \$250 per vehicle is a good deal and did some estimations on businesses and annual fees. Said some charter businesses have passes for customers by way of placards and reiterated his agreement to the fee.

Mitchell stated his support on the parking fee. Suggested all moorage rates should go up 5% across the board and explained his reasons.

VonWichman agreed as well as **Arneson**. There were no objections to the 5% increase in moorage rates suggestion. **Arneson** added that if rates were going to be raised, it's a good idea to do it uniformly.

Commission discussed lighting in the harbor with the Harbormaster

Borg stated that the fee proposal will go as it stands and to propose to discontinue the Travel Lift operations and not fund the money to make the repairs. Asked for input regarding this, Commission agreed, had nothing to add.

Borg went through his suggestions from the Commission:
5% increase across the board to all moorages. Asked if the 5% should increase from the old rate or the rate as it stands. Commission responded with the rate as it is now. **Borg** asked for conflicts. Commission had no input and supported these increases.

Borg asked the Commission about the parking fee and stated that another resolution will be brought to Council as there needs to be clarification for businesses operating in the harbor. Stated that current unwritten practice is business owners can purchase one

parking pass for \$250.00 and receive two more passes for free. Went on to say that there has also been a practice of a business blocking off up to ten spaces for \$750.00 a year. Mentioned that after searching, these practices and fees are not addressed in our code, the harbor handbook, or leases and stated that further clarification concerning this practice is required from the Council prior to 2022. Commission recommended to do away with the practice of "buy 1, get 2 free" and any special parking arrangements not codified.

Goldstein asked about fines and if those fines are included in the discussion for rate change. **Borg** responded that those rates are set in the City's Code.

MISCELLANEOUS BUSINESS

The Harbormaster gave an update on the Arctic Moon and The Marley and said someone has been working on them and hopes to get them on the water in a couple of days and tow them out of Whittier. Said the individual is saving the City in disposal fees.

COMMISSION COMMENTS

None

CITIZENS COMMENTS

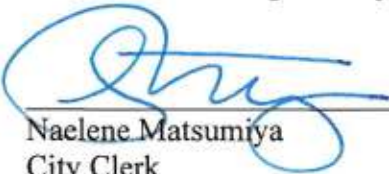
None

COUNCIL AND ADMINISTRATION RESPONSE TO CITIZEN COMMENTS

None

ADJOURNMENT

The meeting was adjourned at 6:55 p.m.



Naelene Matsumiya
City Clerk

Nick Olzenak
Chairperson

(City Seal)

Sponsored by: Planning and Zoning Commission

**CITY OF WHITTIER, ALASKA
RESOLUTION 2022-001**

**A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF
THE CITY OF WHITTIER, ALASKA ADOPTING COMMISSION
PRIORITIES FROM APRIL 2022 TO APRIL 2023**

WHEREAS, the City Council, City Administration, Planning and Zoning Commission and Port and Harbor Commission held a joint work session; and

WHEREAS, the during the March 29, 2022 joint work session administration recommended that each commission have a list of priorities; and

WHEREAS, Council will address a resolution adopting these recommendations.

NOW, THEREFORE, BE IT RESOLVED by the Whittier Planning and Zoning Commission that:

Section 1. The following List of Planning and Zoning Priorities is hereby approved and recommended to Council for their adoption:

Priorities

Short and Medium Term- 6 to 24 months

- 1) Review/ Update the Title 17
 - a. District Regulations 17.16
 - b. Allowed Uses- 17.16.230
 - c. Definitions 17.08.010
 - d. Dimensional requirements 17.16.240
- 2) Long term strategic planning
- 3) Community revitalization and economic development
- 4) Current planning and zoning, including the subdivision of land
- 5) Explore available funding/ policy for infrastructure development

Continuing

- 1) Assist with action plan update of Comprehensive Plan with the Port and Harbor commission
- 2) Assist with the completion of a Parks & Recreation Plan
- 3) Look at current and future community needs to identify a wide range of strategies and investments that support growth and vitality.
- 4) Continue to pursue compliance with the Whittier City Zoning Code by prioritizing the outstanding health and safety issues, such as code compliance, right of way, variance, etc.

- 5) Identify and implement land use and zoning changes as well as other actions needed to support the short-term recovery and long-term vitality of City
- 6) Seek additional funding for Planning & Zoning Commissioner training.
 - a. Search out and add funding to the budget
 - b. Maintain a commissioner training calendar

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the Planning and Zoning Commission of Whittier, Alaska this 6th day of April, 2022.

THE CITY OF WHITTIER, ALASKA


Jackie C. Wilde- Assistant City Manager

AYES: Loan, Arneson, Swingle
NOES:
ABSENT: Carlson
ABSTAIN:
VACANT: Seat B

ATTEST:


Naelene Matsumiya,
City Clerk

(City Seal)